



**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA
ORLANDO DIVISION**

PROCEDURES FOR SUBMITTING PROPOSED ORDERS VIA WEB SITE

JUDGE BIRSKMAN – Proposed Orders

- Proposed orders must be submitted in PDF format for Judge Briskman's consideration
- Orders must be generated in Word or Word Perfect, using 12-point, Times New Roman font with justified right margins. Allow 2 inches of space for Judge Briskman's electronic signature
- Provide complete names and addresses of parties to be served under the heading "Copies furnished to:" at the end of the order (do not include any service certification for the case manager to complete)

JUDGE JENNEMANN – Proposed Hearing Orders

- Include in the first paragraph of the proposed order
 - * the date hearing was held
 - * the title of pleading and docket number the order refers to
- Allow 2 inches of space above the signature line for Judge Jennemann's electronic signature (VERY IMPORTANT)
- Provide names and addresses of parties to be served under the heading "Copies furnished to:" at the end of the order (do not include any service certification for the case manager to complete)
- Transmit all proposed hearing orders in Word or Word Perfect format using 12-point, Times New Roman font with justified margins (if received in a scanned or PDF format, the order will be rejected)

JUDGE JENNEMANN – Proposed Non-Hearing Orders

- Include in the first paragraph of the proposed order:
 - * title and docket number of pleading order refers to
- Use 12-point, Times New Roman font with justified margins
- Allow 2 inches of space above the signature line for Judge Jennemann's electronic signature (VERY IMPORTANT)
- Provide names and addresses of parties to be served under the heading "Copies furnished to:" at the end of the order (do not include any service certification for the case manager to complete)
- Transmit all proposed non-hearing orders in PDF format. All proposed non-hearing orders must be electronically converted from a Word/Word Perfect format into an Acrobat PDF file before transmitting because the judge's electronic signature stamp program does not work with scanned documents